CAOT 126
Introduction to Medical Coding & Billing
Fall 2012
Section 3552
Wednesday 5:20 – 8:30 PM
Syllabus

Instructor: Marie Echavarri
Office Hours: Wednesday 4:30 – 5:00, Room 2021Office – Instructional Building; additional hours online and by appointment
Office Phone: (661)362-3645
E-mail: echavama@lamission.edu – This is the best way to communicate with me

TEXTBOOK: *Computers in the Medical Office, Seventh Edition; Susan M. Sanderson*

REQUIRED SUPPLIES: Textbook, flash drive, *access to the internet and the use of a computer are necessary for successfully completing this course.*

STUDENT LEARNING OUTCOMES

As a result of taking CAOT 126, students will demonstrate the ability to:

1. Correctly apply medical billing procedures and diagnostic codes to CMS 1500 Insurance Claim form and electronic billing to correlate with insurance reimbursement and health insurance plans for managed care, HMO, PPO, Medicare, Medicaid, CHAMPVA, Tricare and workers' compensation claims. Assessment will include written assignments, quizzes, and practical application tests.
2. Enter patient data to properly register patients and schedule appointments in a practice management software program. Assessment will include practical application worksheets, assignments, quizzes and tests.

OBJECTIVES

Students will learn the following skills to use computers and medisoft billing software to:

- Describe the billing and reimbursement cycle in the medical office.
- Discuss the type of information collected from patients, and correctly enter the data into the practice management system.
- Distinguish the coding systems CPT and ICD-9 and how they apply to medical billing and coding procedures
- Set up a fictional medical practice.
- Search for, enter, and reschedule a patient appointment.
- Enter procedural codes, diagnostic codes, charges, payments, copayments, and generate billing statements.
- Generate and print patient claims, statements and reports.

EXPECTATIONS

- This course is a standard 15-week semester course including classroom and online instruction. It is important that you keep up with the reading and assignments as scheduled.
- Assignments will be submitted online as well as during class time as indicated in the ***course schedule***.
- Pay attention to updates for assignments and schedule changes.
- Your assignments are due **on time.**
- Access and the ability to use the internet and e-mail are necessary.

CLASSROOM GROUND RULES

- Turn off any telecommunication and/or electronic devices before entering the classroom.
- LA Mission classroom computers are available for your use during class time for **CLASSWORK ONLY**. Personal e-mail, webpage browsing and other personal use of the computer is prohibited.
- Courtesy towards the instructor and students is expected at all times during class and in online discussions.

ATTENDANCE

Attendance is expected. **Be on time**! We do many in-class assignments. ***Participation in lectures and in-class assignments cannot be made up.***

Communication is the key to successful working relationships. Speak with me or e-mail me if you are not able to be in class. I can work with you if I know ahead of time.

GRADING CRITERIA FOR ASSIGNMENTS AND EXAMINATIONS

Participation -- Includes in class assignments, discussions, and practical application exercises.	20%
Assignments (includes in class and online) Practical application exercises Chapter review exercises Chapter Quizzes	60%
Midterm	10%
Final Exam	10%

A **90 – 100%**

B **80 – 89%**

C **70 – 79%**

D **60 – 69%**

F **59% and below**

ACADEMIC HONESTY

Academic honesty is assumed!! Cheating and plagiarism are not tolerated, and the campus policy listed in the catalog will be strictly enforced.

IMPORTANT DATES

September 7 - last day to drop without having a "W" appear on your permanent record and receive a refund of fees.

November 16 – last day to drop with a "W" on your permanent record. (Letter grade is required from this day forward.)

SCHEDULE

The class meets Wednesday, 5:20 – 8:30 PM in beginning August 27 through December 12, 2012.

WEEK/ DATES	READING	ASSIGNMENTS/TESTS
1 – 8/29		Welcome to CAOT 126! Overview of course, exercises, medisoft practice management software program.
2 – 9/05	Chapter 1	The Medical Billing Cycle - *Chapter 1 Review – online* Register for Online Course Reviews/Homework and Tests - URL: https://www.eztestonline.com/559518/index3.tpx Chapter 4 – 11 Worksheets due In-Class - URL: *www.mhhe.com/cimo7e*
3 – 9/12	Chapter 1	The Use of Health Information Technology in Physician Practices - *Chapter 2 Review – online*
4 – 9/19	Chapter 2	Part 1 Quiz (Chapters 1 & 2) – online in class Introduction to Medisoft – *Ch. 3 Homework – EZTest*
5 – 9/26	Chapter 3	Chapter 3 Quiz – online in class Entering Patient Information –, *Ch. 3 Homework – EZTest*
6 – 10/03	Chapter 4	Chapter 3 Quiz – online in class Working with Cases – *Ch. 4 Worksheet, Ch. 4 Homework – EZTest*
7 – 10/10	Chapter 5	Chapter 4 Quiz – online in class Entering Charge Transaction and Patient Payments *Ch. 5 Worksheet, Ch. 5 Homework – EZTest*
8 – 10/17	Chapter 6	Chapter 5 Quiz – online in class Creating Claims – *Ch. 6 Worksheet , Ch. 6 Homework – EZTest*
9 – 10/24	Chapter 7	Chapter 6 Quiz – online in class Posting Insurance Payments and Creating Patient Statements – *Ch. 7 Worksheet , Ch. 7 Homework – EZTest*
10 – 10/31	Chapter 8	Chapter 7 Quiz – online in class Creating Reports – *Ch.8 Worksheet , Ch.8 Homework – EZTest*
11 – 11/07	Chapter 9	Chapter 8 Quiz – online in class Collections in the Medical Office – *Ch. 9 Worksheet, Ch. 9 Homework EZTest*
12 – 11/14	Chapter 10, 11	Chapter 9 Quiz – online in class Scheduling – *Ch. 10 Worksheet, Ch. 10 & 11 Homework – EZ Test*
13 – 11/21	Chapter 12	Chapters 10 / 11 Quiz – online in class Handling Patient Records and Transactions *Ch. 12 Homework – EZTest*
14 – 11/28	Chapter 13 Chapter 14	Chapter 11 Quiz – online in class Setting up Appointments – *Ch. 13 Homework - EZTest* Generating Reports – *Ch. 14 Homework – EZTest*
15 – 12/05	Chapter 15	Putting it All together
		Final Exam

Schedule and assignment changes may occur.
Have fun and enjoy the class!